



# CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

## Memo

**To:** Board of Education

**From:** Jamie Shepperd

**Date:** 8/14/2025

**Re:** 11000-2700 BAR


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### Message

Attached is a Maintenance BAR for fund 11000, Operational – Student Transportation.

**CAPITAN MUNICIPAL SCHOOLS** *To Lead, Educate, and Prepare All Students*

Located in 150 Forest, Capitan, NM 88316 • **Mailing Address** PO Box 278, Capitan, NM 88316 • **Phone** (575) 354 8500 • **Fax** (575) 354 8505



Must submit backup for all BARs,  
except transfers of funds for SEG or  
direct grants

STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 Don Gaspar Santa Fe, NM 87501-2786  
Budget Adjustment Request

Doc. ID: 040-000-2425-0086-M  
Fund Type: General Fund / Capital  
Outlay / Debt Service  
Adjustment Type: Maintenance

Fiscal Year: 2024-2025  
Adjustment Changes Intent/Scope of Program Yes or No?: No  
Total Approved Budget (Flowthrough):

Entity Name: Capitan Municipal Schools  
Contact: Angela Corliss, Business Support Specialist  
Phone: 575-354-8512  
Email: angela.corliss@capitantigers.org

FLOWTHROUGH ONLY	Budget Period: 2024-07-01	To: 2025-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2700 Student Transportation	53711 Other Charges	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$2,350.00	(\$1,546.00)	\$804.00	
11000 Operational	2700 Student Transportation	56118 General Supplies and Materials	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$504.00	(\$504.00)		
11000 Operational	2700 Student Transportation	53330 Professional Development	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class		\$1,543.58	\$1,543.58	
11000 Operational	2700 Student Transportation	55916 Bus Inspections	0000 No Program	040000 CAPITAN DISTRICT OFF	0000 No Job Class	\$135.00	\$506.42	\$641.42	
Sub Total							\$0.00		
Indirect Cost									
DOC. TOTAL							\$0.00		

Justification:  
EOY MAINTENANCE

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:  
A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 7/31/2025  
B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.  
ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Approvals by Digital Signature

Name	Role	Date
Angela Corliss	Business Manager	7/31/2025 11:48:42 AM
Vance Lee	Superintendent	7/31/2025 11:50:29 AM
Jamie Shepperd	Local / Governance Board	7/31/2025 12:47:44 PM

11000.2700.53330.0000.040000.0000	(\$1,543.58)	\$1,543.58	✓
11000.2700.53711.0000.040000.0000	\$1,546.00	(\$1,546.00)	✓
11000.2700.55916.0000.040000.0000	(\$506.42)	\$506.42	
11000.2700.56118.0000.040000.0000	\$504.00	(\$504.00)	✓

\$0.00